

AMERICAN CITIZENS SERVICES NEWSLETTER

The U.S. Embassy is transmitting the following monthly newsletter via its warden system as a public service to U.S. citizens in Mongolia. Please feel free to disseminate this message to U.S. citizens in your organizations or to other Americans you know.



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**U.S. Embassy Ulaanbaatar,
Consular Section** on
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American Citizens' Visa Hour

Every **Tuesday at 4:00pm** at
the Consular Section,

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***We wish you a happy
holiday season and
safe travels!***

Remember to Register for American Citizens Day on December 3 at the Embassy !



Embassy Ulaanbaatar's Consular Section is pleased to announce that on **December 3**, we will be hosting our rescheduled "**American Citizens Day**" open house at the U.S. Embassy. The open house will run from **4:00pm to 7:00pm**

and is open to all American Citizens living here in Mongolia. Activities will include brief remarks by Ambassador Campbell, a tour of the newly renovated section, a kids' corner, an overview of the American Citizens Services (ACS) the section provides, as well as a short briefing on nonimmigrant and immigrant visas. Along with additional ACS-related information and applications, passport renewal applications will be available. Come hungry, as light refreshments will be served.

We look forward to welcoming all American Citizens to the Embassy. If you can attend, **please RSVP** to UlaanbaatarACS@state.gov. Please provide your full name and U.S. Passport Number in your correspondence. We will see you on December 3!

Holiday Travel Tips

Consular Officers travel tips for a safe and stress-free vacation

Minor Children Traveling

Passports for children under age 16 are only valid for 5 years instead of 10 years. Be sure to double check the expiration date of your child's passport before traveling. Additionally, children under 16 (including infants) must apply for a passport in person with their parents or legal guardians. If you're applying for your child's passport, we recommend reviewing the application [requirements](#) first.

Enroll in STEP

Record your travel plans with the [Smart Traveler Enrollment Program \(STEP\)](#), a free online service that allows us to better assist you if there is a family emergency in the United States or a crisis where you are traveling. You'll also receive updated travel information for countries you plan to visit. In accordance with the Privacy Act, information on your welfare and whereabouts will not be released to others without your express authorization.

Apply early for your passport

Did you know that a U.S. passport book or passport card is now required for land and sea travel to Mexico and the Caribbean? If your family members in the U.S. do not have a passport and are planning to travel outside of the United States this holiday season, advise them to apply for their passports now. Our current commitment for passport processing time is four to six weeks for routine service and two to three weeks for expedited service. There are [26 passport agencies](#) and more than 8,800 passport acceptance facilities across the United States. [Passport application forms](#) are available on our website.

Once you receive your new passport, sign it and fill in the emergency information

Make sure you have a signed, valid passport, and a visa, if required, and fill in the emergency information page of your passport. Most passports are valid for ten years. Write the contact information in pencil so you can change it as needed over time.

Leave copies of itinerary, passport data page, and credit card

Sure, you've enrolled in STEP so that your family and the State Department can contact you in an emergency, but you should also leave copies of your itinerary, passport data page and visas with family or friends at home. Leave a copy of your credit card too; in an emergency, the credit card company can help your family locate you.

Check your overseas medical insurance coverage

Ask your medical insurance company if your policy applies overseas, and if it covers emergency expenses such as medical evacuation. If it does not, consider supplemental insurance. Medical treatment and evacuations can cost thousands of dollars – some countries won't allow you in through customs unless you can show proof of medical insurance!

Familiarize yourself with local conditions and laws

While in a foreign country, you are subject to its laws. Our website has useful [safety and other information](#) about the countries you will visit. You can also download the [Smart Traveler iPhone app](#) to have the country information at your fingertips.

Find the closest U.S. embassy or consulate

Take a moment to locate the nearest [U.S. embassy or consulate](#) in your destination country. This can come in handy if you need the assistance of a consular officer.

Take precautions to avoid being a target of crime

Practice the same safety tips you would in any unfamiliar place: do not wear clothing or jewelry that would attract attention and do not carry excessive amounts of money; do not leave unattended luggage in public areas; do not accept packages from strangers; and do not travel with anything you'd hate to lose.

Contact us in an emergency

We are here to help you. Consular personnel at U.S. Embassies and Consulates abroad and in the United States are available 24 hours a day, 7 days a week, to provide emergency assistance to U.S. citizens.

In case of an actual emergency involving a US citizen in Mongolia, please call the Embassy at 976-7007-6001 if it is during regular business hours (8:30am to 5:00pm, Monday to Friday). If it is after business hours, on weekends or holidays, please contact the Embassy duty officer at 9911-4168. If you are calling from the US, please dial 976-9911-4168. Note that this number is only for American citizens in Mongolia needing emergency assistance and is available 24 hours a day on weekends and holidays. *All non-emergency inquiries should be directed to 976-7007-6001.*

[Take these holiday travel tips with you! Download the Smart Traveler Holiday Travel Checklist.](#)

Source: <http://www.travel.state.gov/>.

Security Reminder

The U.S. Embassy would like to remind American citizens in Ulaanbaatar of the need to practice good personal security habits. Steps to increase your personal security and prevent yourself from becoming a target of crime or other attacks include:

- checking the interior and exterior of your vehicle prior to getting in and look for things that are irregular or abnormal;
- maintaining a low personal profile by not doing anything that draws attention to yourself;
- making yourself a hard target by varying your routes and times to and from work and by not having a set day for shopping, errands and personal needs;
- being alert to your surroundings;
- making colleagues and family aware of your daily plans and letting them know how to reach you;
- avoid getting boxed-in. Keep a safe distance from the car in front of you and always leave enough distance to make a turn without having to back up the car;
- if you suspect surveillance while driving, try to get a description of the vehicle and occupant(s) without stopping or placing yourself in danger. Never drive home; drive to the nearest safe haven and report the incident immediately to the RSO.
- do not touch or open suspicious packages; and
- never give out your personal information such as family member and household staff names, addresses and telephone numbers in an open setting.

Be aware that crime and other security risks can occur at any time in any place. Such acts are seldom based on chance. Sometimes, they are meticulously planned and executed within a tight schedule against lightly defended or unprotected targets. Both target selection and attack planning are based on surveillance. You can significantly improve your chances of avoiding being a victim of an incident if you practice three basic rules:

- Keep a Low Profile
- ◆ Be Unpredictable
 - ◆ Remain Vigilant

**U.S. Embassy Ulaanbaatar
Regional Security Office**



Smart
Traveler
Enrollment
Program

U.S. citizens residing or traveling in Mongolia are reminded to enroll with the U.S. Embassy by entering your travel itinerary and contact information into the Smart Traveler Enrollment Program (STEP) at <https://step.state.gov/step/>. Don't forget to enter your email address, local address and phone number, if known, as well as your expected departure date from Mongolia. Entering your expected departure date will guarantee that you do not continue to receive ACS-related emails once no longer in Mongolia.

TRAVEL WARNINGS

Egypt 11/06/2013
Congo, Democratic Republic of the 10/24/2013
Republic of South Sudan 10/22/2013

Travel Alerts

Mozambique 11/08/2013
Nepal 11/01/2013
Madagascar 10/16/2013

For additional information about these travel warnings and alerts, please visit this website:

<http://www.travel.state.gov/>.

Embassy Contact Information

American Citizen Services
Embassy of the United States
11th Micro District
Big Ring Road
Ulaanbaatar 13, Mongolia
Tel: 976-7007-6001
Fax: 976-7007-6014
After-hours or emergency number: 9911-4168
E-mail: UlaanbaatarACS@state.gov

Upcoming Holiday Closings in November & December

Thu, November 28	Thanksgiving Day
Wed, December 25	Christmas Day